

eSchoolPlus+

General Information Training Guide



January 2012

Arkansas Public School Computer Network

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eSchoolPlus Introduction

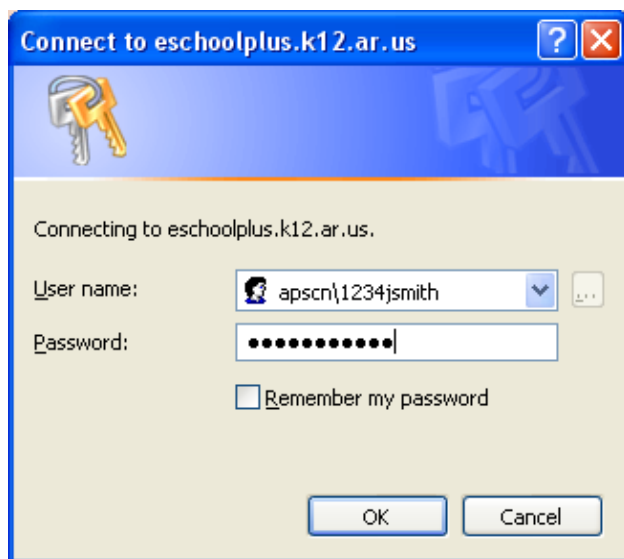
Prerequisites

- Must have pop-up blocker off.
- Must allow Active X on computer
- A database must have been created
- Must have Active Directory login and password

Web Site for district accounts:

<https://eschoolplus.k12.ar.us/eschoolplus>

Login:



Note: The User name field must contain the "apscn\" and then the user's login name.

Set Environment

eSchoolPlus+

Help

SUNGARD® K-12 EDUCATION

Please select a database:

AR Coop Training ▼

Please select a school year:

2010-11 ▼

☐ Summer School

Impersonate this user:

OK

Done Internet 100%

The Set Environment page displays when the user logs into the database. The Environment includes the name of the database and the school year.

The **School Year** is available from the Set Environment page. There is no **Summer School** database at this time in Arkansas. The Impersonate User is only available to users with the appropriate security code. If the user has the ability to impersonate a user, enter the name to be impersonated and that person's home page will be accessible when OK is selected.

1. Verify the database and school year.
2. Click OK.

Home Page

This is the Home Page and will display after the user logs in and selects the environment. Only the menu items the user has access to will display on the left side of the Home Page.

eSchoolPlus+ Logo

Hover over the eSchool logo to display the current database being accessed. District, User, Server and Version of eSchool displays. The database can be verified by holding the cursor over either the eSchoolPlus+ logo banner or the **My Home** title.

The screenshot shows the eSchoolPlus+ Home Page interface. A callout box points to the top left area, indicating the database information displayed when hovering over the logo: Database, District, User, Server, and Version. Another callout box points to the top right area, labeled "Dashboards Sections", which includes icons for Favorites, Help, Print, and Home, along with the School Year 2009/10. The main content area is titled "Dashboards" and "My Home". It features a left sidebar with a list of menu items, including Building Setup Checklist, Theme Selection, Student Center, Registration Center, Scheduling Center, Attendance Center, Mark Reporting Center, Discipline Center, Medical Center, Test Score Center, State Center, Utilities, Administration, Support Center, ARK Special Education Rep, Appointment Entry, My Appointments, Teacher Access Center, eLearning Center, My Reports, Cognos Reporting, Upload File, User Preferences, Select Theme, and Set Environment. The main content area is divided into several sections: "My Scheduled Tasks" (a table with columns Task, Scheduled Time, Status, Enable/Disable, and Delete), "My Current Tasks" (a table with columns Task, Start Time, Status, and Description), "My Recent Reports" (a table with columns File Name, Modified, and Delete), and "Attendance For March 25, 2011" (a table with columns Absentees, Substitutes, Total Attendance, and Total Membership). The right sidebar contains "My Favorites" (a list of links), "News" (a section for 3/12/2010 - Database), and "Discipline" (a section for Total Incidents to Date, SUS/EXP Today, and ISS Today).

Icons (upper right side of home page)



Favorites

Favorites: A link can be created on the user's home page for screens that are accessed often. To create a favorite, use the menu access on the left and navigate to the page that is to be set up as a Favorite. Click the Favorite Icon. That page will then be added to the user's list of favorites.



Help

Help: Online help can be select to access definitions and information for the page or screen displayed.



Print: The Print Icon allows the user to Print Screen.

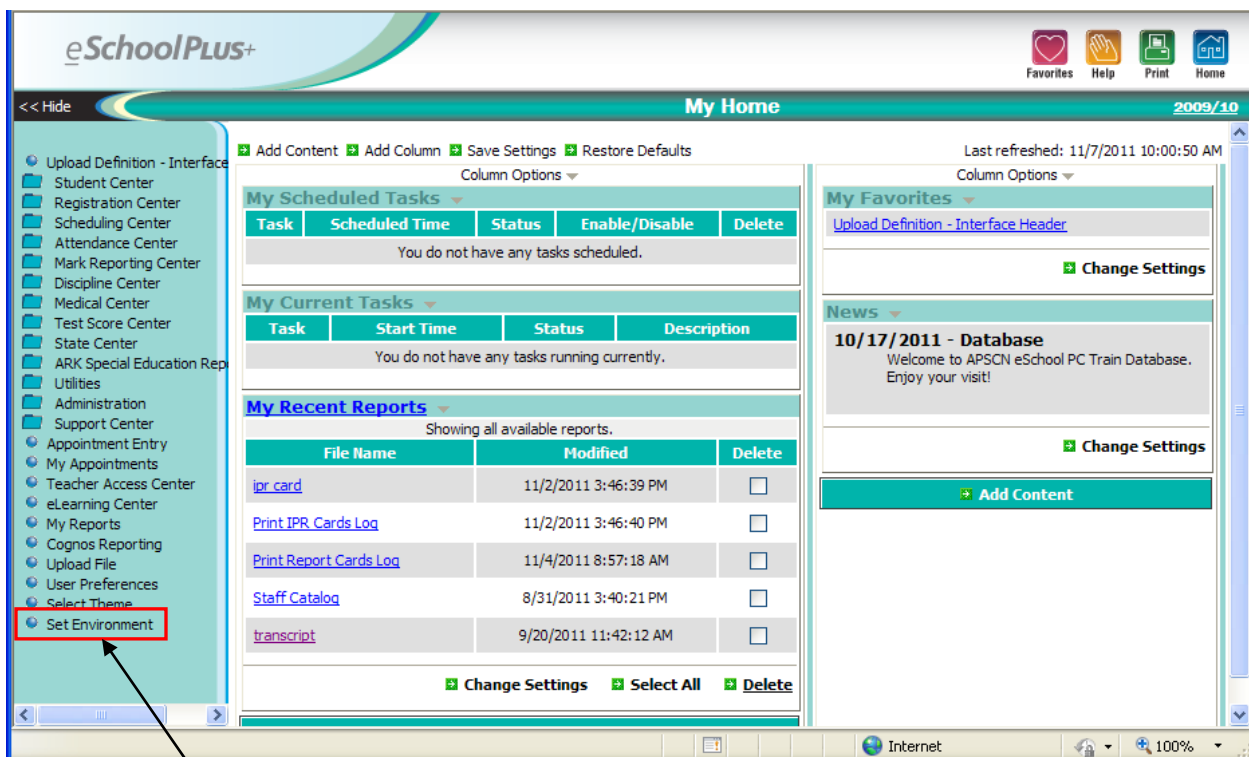


Home: Returns the user to their home page from anywhere in eSchoolPlus. The user is automatically returned to the home page when running a report.

School Year: The School Year will display in the right corner of the Home Page. Once there is a history of data, the user has the ability to look at prior years by selecting School Year. Selecting School Year will return the user to the Set Environment page. The user must have the appropriate resources to access prior year data.

Menu Folders: Displayed on the left of the home page. The menu folders are driven by the user's securities. Example: If the user does not have access to the Scheduling Center, then that folder will not be visible.

Hide/Show: Allows user to Hide/Show the menu.



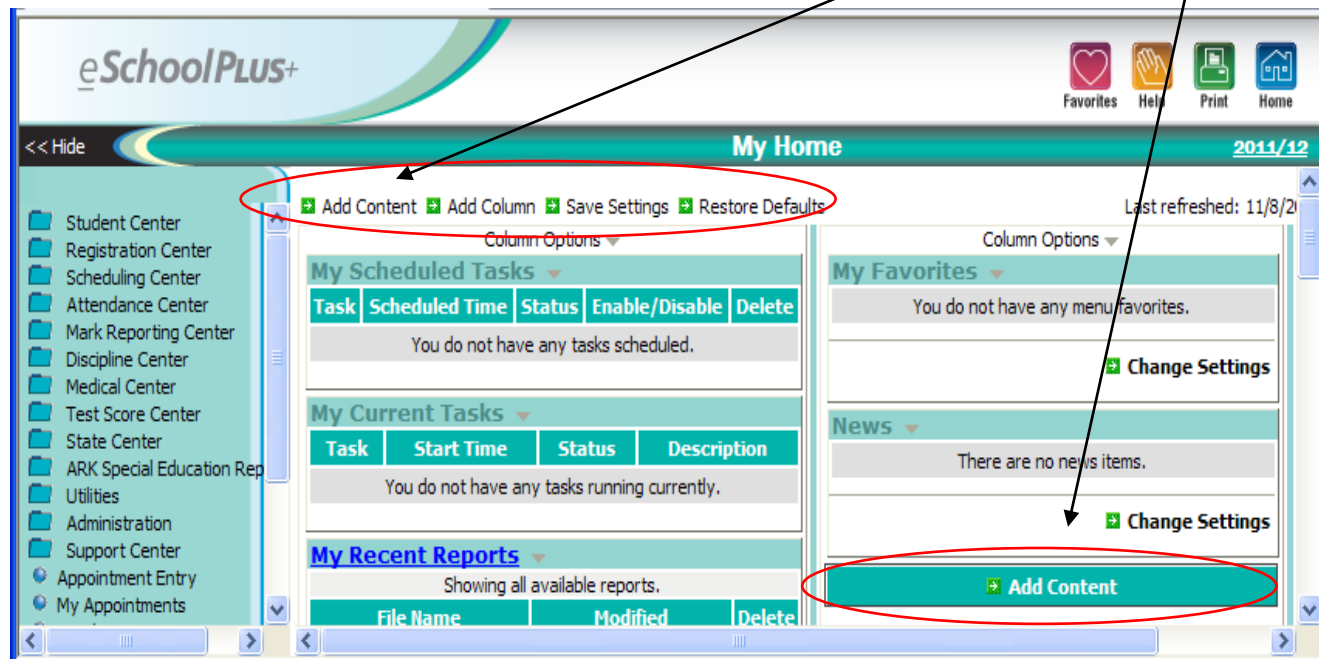
Changing the Environment (School Year or Database):

1. Click Set Environment from the Home Page menu.
2. Select the appropriate environment.
 - Select a database.
 - Select a school year.
3. Click **OK**. The user's Home Page will display.

Customizing the Home Page

Default Dashboards include: My Scheduled Tasks, My Current Tasks, My Recent Reports, My Favorites and News. These defaults may be removed and/or changed to a different location on the dashboard. Additional sections can be added to the Home Page by selecting any of the *Add Content* links. Also, additional Columns may be added. Each of these is described below.

Note: **Save Settings** option **must** be selected after setting your dashboard or the changes will not be saved.



Add Content - Allows the user to add, change or remove sections from the home page. By default, the page is set up in a 2-column layout. The Column and Position Within Column must be selected for each section. (See Add Content page screen print below.) A section can also be excluded by selecting Not Included. As additional columns are added to the dashboard, the new column number(s) will display in the Column dropdown.

Add Content Page

Add Content		
Section	Column	Position Within Column
Attendance For November 8, 2011	Not Included ▼	
Calendar For November 8, 2011	Not Included ▼	
Discipline	1	
	2	
Enrollment	Not Included ▼	
Lunch Count	Not Included ▼	
Test Scores	Not Included ▼	
Today's Appointments	Not Included ▼	
My Scheduled Tasks	1 ▼	1
My Current Tasks	1 ▼	2
My Reports	1 ▼	3
My Favorites	2 ▼	1
News	2 ▼	2

OK Cancel

Add Column - Click the link to add a column to the right of the existing columns on the page. Note this then also changes the available column in the “Add Content” options.

Warning: To remove a column select Delete from the dropdown arrow next to the *Column Options* phrase. A dialog box asking, “Are you sure you want to remove this column and all of the sections displayed in it from your home page?” will display. Answer ‘Yes’ to remove columns. “Restore Defaults” link may also be used. See more information below in the Restore Defaults area.

Save Settings - Once changes have been made to the Home Page, Save Settings must be selected from the Home Page for the settings to be retained.

Restore Defaults - Click to restore the original default setting for the Home Page. This removes any custom dashboard settings back to the system defaults.

Warning: Any additional columns and all content contained on those columns will be deleted.

Dashboard Default Sections

- **My Scheduled Tasks - Default**
Users have the ability to schedule reports and tasks to run at a specific time. Those items that are scheduled to run at a certain time of day will display in the “My Scheduled Tasks” area. The Scheduled Time, Status, and whether the task has been enabled or disabled will display. To remove a task from this list, click the Delete checkbox for the task, then click the **Delete** link.

▪ **My Current Tasks - Default**

This section displays any task(s) currently running, including the Start Time, Status, and Description.

My Current Tasks			
Task	Start Time	Status	Description
Attendance Day Totals Calculation	4/5/2011 11:49:31 AM	0 of 659 (0%)	Updating Membership Totals

▪ **My Recent Reports - Default**

- This section displays reports that have been run and the date and time.
- To view a saved report, click the appropriate report name link.
- To view the size of a report, move the mouse pointer over the link.
- To remove a report from this list, click the Delete checkbox for the report, then click the Delete link.
- To select or unselect all reports for deletion, click the Select All or Unselect All link, as appropriate.
- To select the maximum number of reports to display on the My Home page, click the Change Settings link. Entering a value of 0 (zero) indicates that all reports will display.
- To view the My Reports page, click the My Recent Reports heading link. If the settings on the My Home page have been set to display only a limited number of reports, all available reports can be viewed on the My Reports page.

▪ **My Favorites – Default**

This section displays the menu items that have been saved as Favorites.

My Favorites	
Student List - Summary	
Student Report Card Summary	
Student Search - Summary	
Change Settings	

To add a Link to My Favorites:

1. Go to the page to be added.
2. Click on the My Favorite Icon.
3. The link will be added.

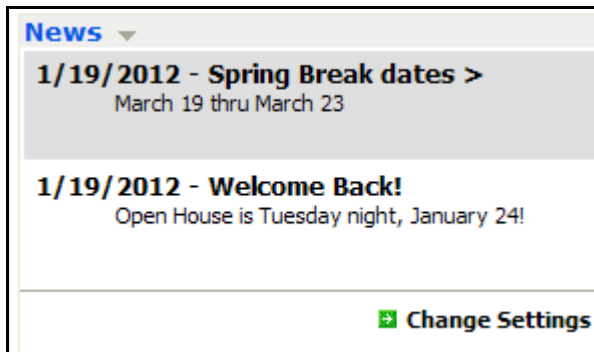
Click the Change Settings link to change the Sequence and Description of the items in this section.

To remove an item from this section:

1. Select Change Settings.
2. Click the Delete checkbox for the item.
3. Click the Save link.

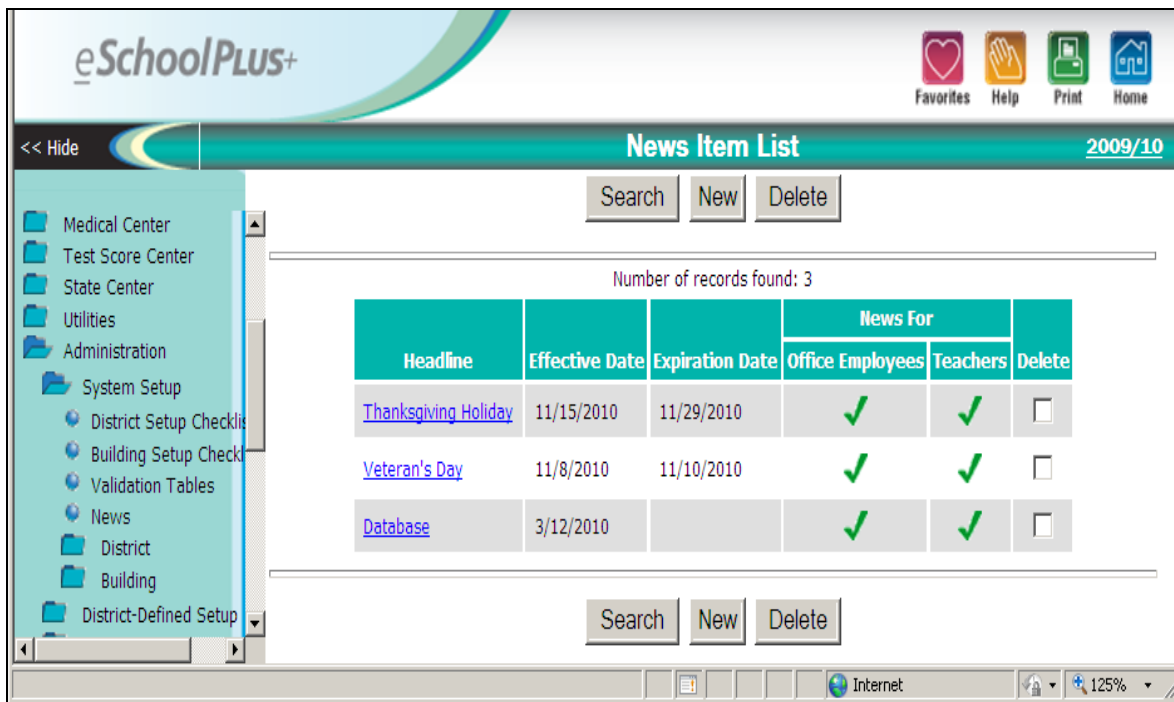
▪ **News - Default**

This section displays any news items the district has set up to display. Click the Change Settings link to select how news items display in this section (by headline only or by headline and detail). Only users with resources to add News will be able to add news items.



Adding News Items

Menu: Administration > System Setup > News



Procedures:

1. Select **New**
2. Enter the Headline, Message, Effective Date, Building List and who should see the item. Detail on these items is listed below.
3. Click **Save** when completed.

News Item Detail

News Item Detail 2009/10

Headline:* Happy Easter

Message:* Wishing everyone a happy Easter.

Effective Date:* 4/17/2011

Expiration Date: 4/25/2011

Building List: * ☒ All
☐ Selected

News For: ☒ Office Employees
☒ Teachers

Save List New

Headline: Text that displays as the headline for the news item. (255 characters) New items are sorted by effective date with the most recent items at the top. If the items have the same effective date, they are sorted by effective date then by headline.

Message: Text of the new item.

Effective Date: Date the news item becomes effective for display.

Expiration Date: Date that the news item should no longer display on the My Home page. If the news item should be displayed indefinitely, do not enter a date.

Building List: Indicates if the news item should display in all buildings or in selected buildings.

News For: Office Employee will display for all users who have a security record for one of the selected buildings. Teacher box will display for all users who are entered as staff members for one of the selected buildings.

Additional Dashboard Sections

The following Dashboard sections are optional and can be added by each individual user. Once the settings have been changed, click OK. The Save Settings link must be selected to save the changes.

Attendance

This section displays attendance information for the current day, including absentees, substitutes, total attendance, and total membership. Attendance codes indicating absentees and periods are determined by the Building Attendance Configuration Dashboard tab.

Attendance For April 4, 2011

Absentees:	0
Substitutes:	0
Total Attendance:	0
Total Membership:	0

[Change Settings](#)

For absences, the system counts each student whose absence information matches the absence code(s) and periods specified in the Attendance Configuration for the building.

- Clicking the Absentees link displays the Morning Bulletin.
- Clicking a number link displays a breakdown of absences based on the user's settings.
- Click **Change Settings** to select how the information displays within the section.


Attendance Settings					
Value	Display Type	Chart Type	Breakdown	Warning Level	Critical Level
Absentees:	Total as text only	Pie chart	Building	999999	999999
Substitutes:	Total as text only			999999	999999
Total Attendance:	Total as text only	Pie chart	Building		
Total Membership:	Total as text only	Pie chart	Building		

OK Cancel

Display Type	Select how each value displays, for example, as text only, as a graph, as text with a graph, or not at all.
Chart Type	Select whether the value displays as a pie chart or as a bar graph, where applicable.
Breakdown	Select how to group the attendance information, for example, by building, track, calendar, grade, or other option, where applicable.
Warning Level	For the Absentees and Substitutes values, the user can enter a number to determine when the system should display a warning. If a Warning Level is specified, the "light" next to the number changes to yellow when the total absentees or total substitutes rise above this level.
Critical Level	For the Absentees and Substitutes values, the user can enter a number to determine when attendance is at a critical level. If a Critical Level is specified, the "light" next to the number changes to red when the total absentees or total substitutes rise above this level.

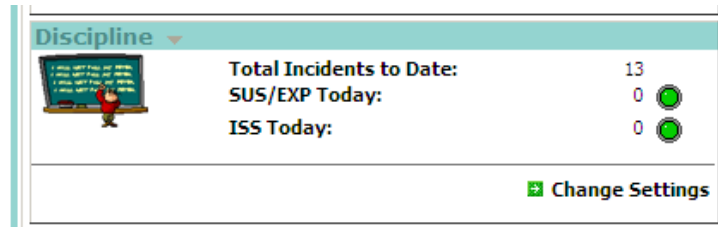
▪ Calendar

This section displays the cycle day, membership number day, and days remaining for the user's default building's default calendar.

Calendar For January 19, 2012	
	
Your High School	
Cycle Day:	R
Day in School Year:	95
Days Remaining:	83

Discipline

This section displays the following totals to date in the current school year across all buildings for which the user has security.

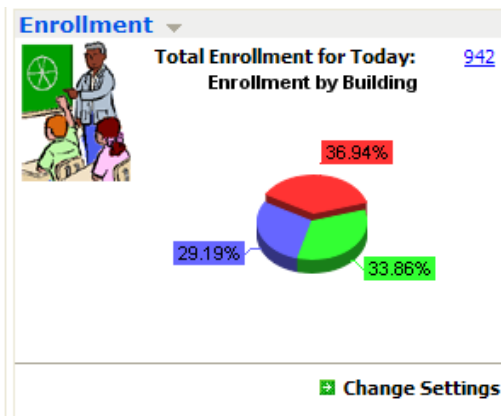


Total Incidents to Date that have been entered.

- Today's totals for the number of students receiving suspensions, detentions, and other actions. The actions that display are determined in the Action Duration section of the Discipline District Setup page.
- To view the Today's Discipline Action List page for a particular discipline action, click the action's description link.
- To display a pie chart or bar graph comparing an action's totals per building, click the action's number link.
- To access the Conduct Referrals List page, which shows all issues referred by teachers in TAC, click the Total Conduct Referrals link. (Not used in AR at this time.)
- The section's Change Settings option can be used to define how action grouping information displays: text only, graph only, or not at all. A warning can also be defined and critical indicators, as well as whether pie charts or bar graphs should be used in comparing building totals.

Enrollment

This section displays enrollment information for the current day, including total enrollments for today, late enrollments, early withdrawal, and dropouts to date. This information is based on the Drop Out code specified in the Building's Registration Configuration Update page.



Example shown settings are to display only **Total Enrollment for Today**. See detail below for additional settings.

Click **Change Settings** to select how the information displays within the section.

Enrollment Settings			
Value	Display Type	Chart Type	Breakdown
Total Enrollment for Today:	Total as text with graph breakdown ▼	Pie chart ▼	Building ▼
Late Enrollments to Date:	Don't display this total ▼	Pie chart ▼	Building ▼
Early Withdrawals to Date:	Don't display this total ▼	Pie chart ▼	Building ▼
Dropouts to Date:	Don't display this total ▼	Pie chart ▼	Building ▼

Enrollment Settings options:

Display Type	Select how each value displays, for example, as text only, as a graph, as text with a graph, or not at all.
Chart Type	Select whether the value displays as a pie chart or as a bar graph, where applicable.
Breakdown	Select how to group the attendance information, for example, by building, track, calendar, grade, or other option, where applicable.

- **Lunch Count**

This section displays the daily lunch counts entered by teachers on the current date in Teacher Access Center's My Home page for the building selected.

- The Building field enables the user to select a specific building.
- The Missing lunch counts field displays the number of staff members who have not yet submitted today's counts for the building selected. Clicking the field's number link opens the Staff Information page, which lists the staff members' IDs and names.
- The Lunch Type column displays the lunch types designated as active in Registration's Lunch Type table, for example, Cold Lunch and Hot Lunch.
- The Lunch Count column displays the total number of lunches for each lunch type, as entered by staff members for the building selected.

- **Test Scores** (Not currently used)

For each score configured to display on this page, this section displays the most recent test date, the number of students receiving scores within 3 score ranges for that score, and the average score received by all students.

- **Today's Appointments**

This section displays students who are scheduled for appointments today.

If an appointment is scheduled for the current time, the appointment displays highlighted in yellow. If the end time of the appointment is blank, the most recent appointment will display highlighted in yellow until the start time of the next appointment.

Today's Appointments ▾			
Time	Student	Type	Attended
01:00 PM	Alexus Renee Barnes		Yes No
Change Settings New			
Add Content			

Procedures:

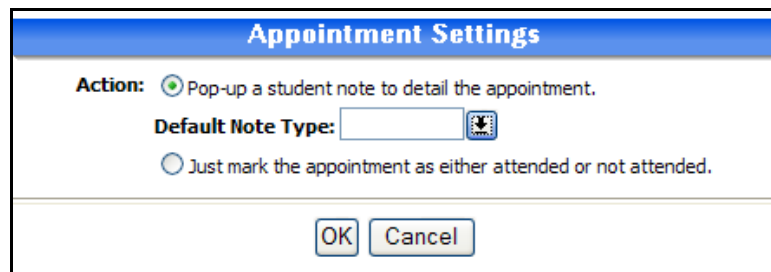
1. Click **New** to enter a new appointment using the *Appointments* detail pop-up window.

Field Information:

Time	Click the link to display the <i>Appointments</i> detail pop-up window.
Student	Click the link to display the <i>Student Summary</i> page for the student.
Type	If a type has been entered, click the link in the Type column to display the <i>Student Center</i> page that the district has associated with the appointment type. For example, if the appointment concerns changing the student's schedule, the Type may be linked to the <i>Student's Schedule</i> page.

Attended	<p>If the student attended the appointment, click Yes.</p> <p>If the student did not attend the appointment, click No.</p> <p>The option selected in the Change Settings pop-up determines the action that occurs when Yes or No is selected. The user can select whether the application displays the Student Note pop-up window for to enter details about the appointment or whether to just mark the appointment as attended or not-attended.</p> <p>After the appointment is marked attended or not attended, the appointment is removed from the Today's Appointment dashboard. It can be accessed from the My Appointments page.</p>
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- Click **Change Settings** to select the action to occur when **Yes** or **No** is selected in the *Attended* column to indicate whether a student attended the appointment.



The image shows a dialog box titled "Appointment Settings". It contains two radio button options under the "Action:" label. The first option, "Pop-up a student note to detail the appointment.", is selected and has a "Default Note Type:" field next to it with a dropdown arrow. The second option is "Just mark the appointment as either attended or not attended." At the bottom of the dialog are "OK" and "Cancel" buttons.

Select:

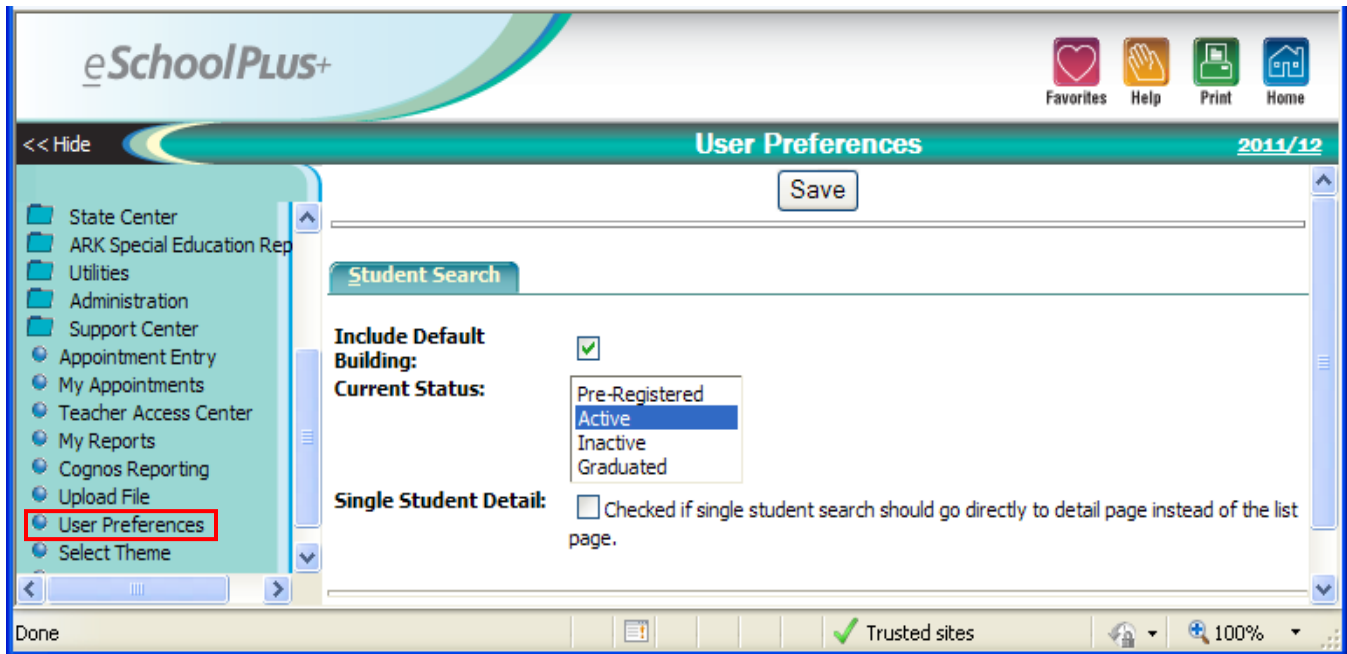
Pop-up a student note to detail the appointment - to display the Student Note pop-up window for details to be entered about the appointment. If this option is selected, users can also specify the default type of note to enter in the Default Note Type field.

Just mark the appointment as either attended or not attended - to mark the appointment with the appropriate attendance status and remove it from Today's Appointments.

User Preferences

From the menu, select **User Preferences**.

This page allows the user to set up personal preferences when accessing a screen, such as including a default building and Active students.



Field Descriptions

Include Default Building: Check this box if the default building should be used for student center searches. Otherwise the system does not default a building.

Current Status: Select the student status options to default in Student Center searches.

Single Student Detail: Checked if student search should navigate to the appropriate detail page when the criterion returns a single student record. Otherwise, the system navigates to the Student List when a search returns a single student.

Theme

From the menu, choose **Select Theme**.

The theme can be used to change the colors of the sections of the screens. To see the available themes, click the down arrow in the Selected Theme field. Choose a theme and click the Save button.

The screenshot displays the eSchoolPlus+ application interface. On the left is a vertical menu with various system components. The 'Select Theme' option is highlighted with a red rectangle. The main content area is titled 'Theme Selection' and shows a preview of the 'Teal' theme. The preview includes a header with the eSchoolPlus+ logo and navigation icons, followed by a 'Theme Selection' sub-header. Below this, there are sample elements: buttons, tabs, form fields (Read-Only, Text, Checkbox), subheaders for different years, a table with sample rows, and a footer with more buttons. The 'Save' button is located at the bottom of the preview area.

Left Menu:

- Student Center
- Registration Center
- Scheduling Center
- Attendance Center
- Mark Reporting Center
- Discipline Center
- Medical Center
- Test Score Center
- State Center
- Utilities
- Administration
- Support Center
- Appointment Entry
- My Appointments
- Teacher Access Center
- My Reports
- Cognos Reporting
- Upload File
- User Preferences
- Select Theme**
- Set Environment

Theme Selection Preview (Teal Theme):

- Buttons: Button 1, Button 2
- Tabs: Selected Tab, Unselected Tab, Disabled Tab
- Form Fields:
 - Read-Only Field: Data
 - Text Field: Data
 - Checkbox Field: ☒
- Subheaders:
 - Standard Header for Pop-up Windows
 - Standard Subheader
 - Summer School Subheader
 - Next Year Subheader
 - Previous Year Subheader
- Table:

Sample	Table	Headers
Sample highlighted odd list row		
Sample even list row		
Sample odd list row		
Sample highlighted even list row		
Deleted list row	Deleted	Deleted
- Buttons: Button 1, Button 2

Searches

Student Center > Search > Quick Search

Use this page to search for students quickly, using common search criteria. Students can be searched based on name, student ID, gender, state ID, building, grade, counselor, and current status. The search selects only students who match ALL of the criteria entered. To enter conditional searches, or to search on other data, use the Advanced Search.

To use the quick search:

1. Select *Student Center > Search* to open the *Quick Search* page.

The screenshot displays the eSchoolPlus+ web application interface. On the left is a navigation tree with categories like Student Center, Search, New Student Entry, Student Summary, Student Notes, Demographic, Scheduling, Attendance, Mark Reporting, Medical, Discipline, Testing, AR Special Education, Registration Center, Scheduling Center, Attendance Center, Mark Reporting Center, Discipline Center, Medical Center, Test Score Center, State Center, ARK Special Education, and Utilities. The 'Search' option under 'Student Center' is selected. The main content area is titled 'Student Search' and includes a 'Search' button at the top. Below this, there are two tabs: 'Quick Search' (active) and 'Advanced Search'. The 'Quick Search' form contains the following fields and options:

- Last Name:** Text input field with a 'Sounds Like' checkbox.
- First Name:** Text input field with a 'Sounds Like' checkbox.
- Middle Name:** Text input field with a 'Sounds Like' checkbox.
- Student ID:** Text input field.
- Gender:** Radio buttons for 'Any' (selected), 'Female', and 'Male'.
- State Reporting ID:** Text input field.
- Building:** Dropdown menu showing '1' with a 'Building 1' label.
- Grade:** Dropdown menu.
- Counselor:** Dropdown menu.
- Current Status:** Dropdown menu with options: 'Pre-Registered', 'Active' (highlighted), 'Inactive', and 'Graduated'.

A 'Search' button is located at the bottom of the form. The browser's address bar shows 'Internet' and the status bar shows 'Done'.

2. Enter the information for the desired student search. For the name fields, the *Quick Search* will find any students whose names contain the data entered. So a search for Last Name of Beck would also find Beckman and Seabeck.

3. Click the **Search** button to open a list of students who match the criteria as shown in the screen below.

eSchoolPlus+ Favorites Help Print Home

<< Hide **Student List** 2010/11

Search Report

Search Favorites: --Custom Search--
Filter by Watch List: ----

[Show Watch List Maintenance](#)
Number of records found: 2

Student Name	Student ID	Building	Grade	Gender	House/Team	Counselor
Bradley, Andrew	16008	16 - Building 16	12	M	B - Blue Team	T1645BH - Mr. Herda
Bradley, Ashleigh	16007	16 - Building 16	10	F	B - Blue Team	T1625NK - Mrs. Kombe

Search Report

4. When the student name link is selected, the *Student Summary* or the last page accessed displays.

eSchoolPlus+ Favorites Help Print Home

<< Hide **Student Summary** 2010/11

Andrew Bradley

ID: 16008 Building: Building 16 Grade: 12

Search List Customize

Registration Information

Status: Active
Gender: Male
Counselor: Mr. Herda
Homeroom: 110
HRM Teacher: Mr. Huynh

Calendar: 2010-2011 Regular Calendar
House/Team: Blue Team
Sec. Homeroom:
Sec. HRM Teacher:

Age: 18
Birthdate: 9/1/1993
Language: English
Nick Name:

District Registration Information

Family/Census #: Res. District: 1 - Sungard Training District
Alt. Building: Alt. District: -

Personal Information

Hispanic/Latino Ethnicity: Race: Black
Academic Disadvantaged: Residency: Resident/District
Section 504 Plan: N City Of Birth: Locker:
Citizen Status: FERPA Name: N State Of Birth: Social Security Number:
FERPA Photo: N Transfer Building: FERPA Address: N FERPA Phone: N
Migrant Status: N Migrant ID: Fee Status: Homeless Status: Mother Maiden Name:
Student State ID: ESL: N At Risk: N Fee Balance:
IEP Status: Has IEP: N

Contact Information

Priority	Name	Type	Address	Phone Number(s)	E-Mail Address
N/A	Andrew Bradley	Student Mailing Address	1620 Central BETHLEHEM, PA 18015		N/A
N/A	Andrew Bradley	Student Physical Address	1620 Central BETHLEHEM, PA 18015		N/A

Student Center > Search > Advanced Search

Advanced Searches allow the user to retrieve records that match the criteria. The system compares the criteria against the corresponding fields and selects only those records that have matching data.

A user can save searches to be used later. The search is saved to that user's login ID only.

To use the advanced search:

1. Select *Advanced Search* tab.

The screenshot shows the eSchoolPlus Student Search interface. At the top, there is a search bar and a 'Search' button. Below this, there are tabs for 'Quick Search' and 'Advanced Search'. The 'Advanced Search' tab is selected. Under the 'Search Favorites' section, there is a 'Delete Favorite' button, a 'Favorites:' dropdown menu showing '--Custom Search--', and a 'Custom Search Name:' text input field. Below this is the 'Custom Search Criteria' section, which includes a 'Clear Criteria' button and a table for defining search criteria.

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Building	= (equals)	16	<input type="checkbox"/>
And	Demographic	Last Name	contains	brad	<input type="checkbox"/>
And	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And					<input type="checkbox"/>

2. Under the *Custom Search Criteria* section, enter the appropriate criteria.

Area: Select the area to search.

Field Name: Select the field to search.

Condition: Select the condition to be used for the search. The conditions available depend on the selected field's data type. See the Conditions section for more information.

Value: Enter the value to be used for the search.

3. **AND/OR** is used to enter additional criteria on the next line.

And is used to limit records retrieved to those matching **all** criteria specified.

Or is used if records can match one line of criteria or the other.

4. Repeat Steps 2 and 3 as needed to enter additional criteria.
5. When all the criteria have been entered for the search, click the *Search* button to retrieve records.

To delete a line of search criteria:

1. Check the *Delete* box to the right of the search criteria line.

The screenshot shows the 'Student Search' interface. At the top, there's a 'Search' button. Below it, there are tabs for 'Quick Search' and 'Advanced Search'. The 'Advanced Search' tab is active. Under 'Search Favorites', there's a 'Delete Favorite' button and a dropdown menu for 'Favorites' set to '--Custom Search--'. Below that is a 'Custom Search Name' input field. The 'Custom Search Criteria' section has a 'Clear Criteria' button. Below this is a table with columns: 'And/Or', 'Area', 'Field Name', 'Condition', 'Value', and 'Delete'.

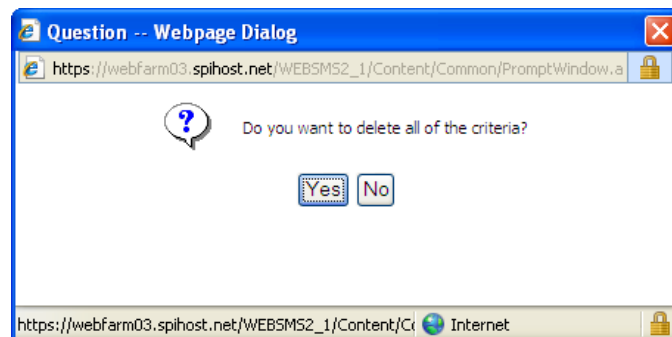
And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	First Name	is (equals)	John	<input checked="" type="checkbox"/>
Or	Demographic	Last Name	= (equals)	Doe	<input type="checkbox"/>
And					<input type="checkbox"/>

Below the table is the 'List Field Display Selection' section with radio buttons for 'Default' (selected) and 'Custom'. At the bottom is another 'Search' button.

2. When the *Search* button is clicked, that line will be removed.

To clear all criteria:

1. Click the *Clear Criteria* button.
2. Click the *Yes* button when prompted "Do you want to delete all of the criteria?"



Conditions

In a search, select a condition to define how the system should search for records that match a value specified. The chart below lists the conditions. The conditions available depend on the data type being searched.

Select...	To find records...
= equals	matching the criteria
< less than	with values less than the criteria
> greater than	with values greater than the criteria
<= less than or equal to	with values less than or equal to the criteria
>= greater than or equal to	with values greater than or equal to the criteria
<> not equal to	excluding those containing this value
starts with	starting with the specified number or letter
contains	containing the specified number or letter
is in (comma delimited list)	that exactly match one of the values specified in the list. Do not include spaces between values.

For example:

1. To find all students with the last name Smith, select the “*equals*” operator and enter Smith as the criteria.
2. To find all students born on or after September 9, 1990, select the “*greater than or equal to*” operator and enter 09/09/1990 as the criteria.
3. To find records 100, 200, and 300, select the “*is in (comma delimited list)*” operator and enter 100,200,300 as the criteria.

Entering Search Values

The type of field being searched for determines how the values are entered. The following hints will help a user search on checkboxes, drop-downs, radio button sets, and date fields.

Checkbox

Enter a Y to search for a checked box or an N to search for an unchecked box.

Drop-down

Enter the appropriate code for the desired option. The user must know the code that corresponds to the item in the search.

Radio Button Set

Enter the appropriate code that corresponds to the desired radio button. For example, Gender is a radio button set where a code of M is stored if Male is selected or F is stored if Female is selected.

Date Fields

Enter the date in M/D/YYYY format. For example, to search for March 03, 1995, enter 3/3/1995 or for October 15, 2003, enter 10/15/2003.

List Field Display Selection

Users can control the data fields that displays on the *Student Search* results window. These can be saved in favorite searches, and they can also be used to print a list of student information. By default, the fields that display are the Student Name, Student Id, Building, Grade, Gender, House/Team, and Counselor. When the Custom radio button is selected, the Student Name and Student ID display automatically, in addition to any other fields selected.

To change the fields that display:

1. On the *Advanced Search* tab, scroll down to the *List Field Display Selection* area.
2. Change the radio button from *Default* to *Custom*.

List Field Display Selection		
<input type="radio"/> Default <input checked="" type="radio"/> Custom		
<input type="button" value="Clear All Fields"/>		
Area	Field Name	Delete
Demographic	Birthdate	<input type="checkbox"/>
Demographic	Homeroom Primary	<input type="checkbox"/>
		<input type="checkbox"/>
<input type="button" value="Search"/>		

3. Choose the *Area* and *Field Name* that correspond to the data that is being searched on.
4. Click *Search*.

Note: Depending on the fields selected, some areas of the *Advanced Search* may return multiple records per student. See the *eSchoolPlus+ Registration Training Guide*, Troubleshooting Duplicate Records section, for more detail.

Saving and Using Student Searches

Users can save multiple student searches for records that are accessed frequently.

Saving a search favorite:

1. Enter search criteria.

Custom Search Criteria					
<input type="button" value="Clear Criteria"/>					
And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	=(equals)	a	<input type="checkbox"/>
And	Demographic	Building	=(equals)	40	<input type="checkbox"/>
And	Demographic	Grade	=(equals)	12	<input type="checkbox"/>
And					<input type="checkbox"/>
List Field Display Selection <input checked="" type="radio"/> Default <input type="radio"/> Custom					

2. To save the search as a favorite, enter a description in the *Custom Search Name* field.

The screenshot shows a web interface with two main sections. The top section, titled "Search Favorites", contains a "Delete Favorite" button, a "Favorites:" dropdown menu currently showing "--Custom Search--", and a "Custom Search Name:" text field containing "Active Seniors". The bottom section, titled "Custom Search Criteria", contains a "Clear Criteria" button and a table for defining search criteria.

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	a	<input type="checkbox"/>
And	Demographic	Building	= (equals)	40	<input type="checkbox"/>
And	Demographic	Grade	= (equals)	12	<input type="checkbox"/>
And					<input type="checkbox"/>

3. Click the *Search* button to retrieve records. The *Custom Search Criteria* and *List Field Display Selection* preferences will be saved with that description.
4. To update an existing saved favorite, make necessary changes; enter the exact *Custom Search Name* of the search being updated (do NOT select search from the Drop-Down List) and then click the *Search* button.

Using a search favorite:

1. To use a favorite search, select the desired search in the *Favorites* field.

This screenshot shows the "Search Favorites" section of the interface. The "Delete Favorite" button is at the top. Below it, the "Favorites:" dropdown menu is open, showing "Active Senior List" as the selected option. The "Custom Search Name:" text field is empty and has a dropdown arrow on its right side.

2. Add criteria to this search or click the *Search* button. Any change to the search is not saved unless the description in the *Custom Search Name* field is re-entered.

Deleting a search favorite:

1. In the *Favorites* field, select the search to delete.
2. Click the *Delete Favorites* button.